

STI/TEDS DATA ENTRY SUMMARY

- Students | Add/Edit Student Information **OR** Students | Desktop
- Choose a student and Click “User Records”

The screenshot shows a window titled "Bright, Randy L. 414". It contains a form with the following fields: Student Number (414), Student Name (Bright, Randy L.), Home Room (1202 Chat, Janice), Grade (12), Entered (8/07/02 E1), and Groups (a dropdown menu). Below the form is a grid of buttons: Schedule, Attendance, Grades, Discipline, Guidance, Student, Guardian+, Other Info, Requests, Options, Medical, Transcript, Testing, Fees, Textbooks, Contacts, Vocational, and User Records. The "User Records" button is circled in red. At the bottom of the window are several small icons.

- From the Topic Dropdown list, choose “TEDS Data Form”
- Click “**Insert**” to add a new enrollment record.
- Highlight the existing student record and Click “**Change**” to update the enrollment record.
- Highlight the existing student record and Click “**Delete**” to delete the enrollment record.

The screenshot shows a window titled "User Records". It features a "Topic" dropdown menu with the following options: 3 Month Followup-Dropout, Dropouts, ESS, FRYSC, Final Contact-Dropout, LEP Mods, Preschool, TEDS Data Form (highlighted), and Virtual Course. To the right of the dropdown is a table with columns: School, Daily Att Hr, Special Pop, Student Ob, Termination, and ni. On the far right, there is an "Edit" section with buttons for Insert, Change, and Delete, all of which are circled in red. Below these buttons is a "Cycle" checkbox. At the bottom of the window are several small icons.

- Begin entering data on the “TEDS Data Form”

Update Records...

School Year: **2006-2007** CIP Code: **Agriculture - AG Business [01.0101]**

Program Enrollment Date: Education Level:

Daily Attend Hrs: Special Populations:

Student Objective:

Termination Status: Date:

ONET Code Earned:

ONET Date: ☐ KOSSA Testing ☐ Federal ID Reporting

Work Based Learning: ☐ Tech Prep

Credential Earned:

Industry Certificate:

ATC:

Apply **Cancel**

Required Data Fields:

| Data Name | Description/Explanation |
|-------------------------|---|
| School Year | Defaults to 2006-2007. |
| CIP Code | Program/career major name. These are sorted by career cluster. |
| Program Enrollment Date | Date student initially enrolled in the CTE program. |
| Education Level | Student grade level. Required due to grades higher than 12 used in STI. |
| Daily Attend Hours | The total number of hours “per day” the student is enrolled in the program |
| Student Objective | Exploring - a student who is enrolled in the first or second credit within a sequence of courses leading to a career major. Preparatory - a student who is enrolled in the third credit of a sequence of courses leading to a career major and plans to complete <u>4 or more</u> credits within a career major. |
| KOSSA Testing | Check the box to identify that the student will be testing KOSSA in 2007. This box DOES NOT import into TEDS, but is used <u>only</u> to generate a KOSSA Registration Roster. |
| Federal ID Reporting | Check this box to designate the CTE program for which this student will be included for federal reporting. This box can be marked only once for a student, regardless if the student is enrolled in more than one program. *Suggestion: If one of the programs is non-traditional for this student, mark it. |

Optional Data Fields:

| Data Name | Description/Explanation |
|----------------------|--|
| Special Populations | Indicates if student belongs to a special population group; not including disabilities or disadvantages. “Disability” and “Disadvantage” data are included in the STI export. |
| Termination Status | Status of student when “exiting” the program. Status must be “exploratory exit” if student objective is “exploring”. Status should be left blank if student <u>may</u> return. |
| Date | Date student exited the program. |
| ONET Code Earned | Indicates ONET earned. |
| ONET Date | Indicates date ONET was earned. |
| Work Based Learning | Indicates the type of work based learning experience in which the student participated. |
| Tech Prep | Indicates that the student is a Tech Prep student. |
| Credential Earned | Indicates that the student earned a “Career Major Certificate” or “Certificate of Achievement”. |
| Industry Certificate | Indicates that the student earned the industry certificate selected. |